NASA StaRS Electronic Signatures (ESIG)
Process Summary

1. Selecting official receives e-mail containing link to certificate, to ESIG login for specific certificate, and to manager's survey.

2. Selecting official accesses Certificate of Eligibles and resumes, same as today.

3. To document selection, selecting official accesses ESIG, using WebTADS user id and password to log in.

4. On ESIG certificate, selecting official clicks on the relevant disposition choices and adds any remarks for each candidate, then enters reason selectee chosen over the others and the names of the interview panelists in the Comments section (Maximum 4,000 characters)*

5. Selecting official/reviewing manager selects one of two radio buttons:

    a. Only one signature needed (default selection), or

    b. Additional signatures required

6. For additional signature, an input area is exposed to type email address of next manager required to sign the certificate. Help hyperlink is also exposed to allow e-mail address search

7. Manager clicks "sign cert" button

8. Repeat steps 5 and 6 until final management review

9. Final reviewing manager selects "sign cert" button as the final signature

10. Selecting official links to NASA STARS satisfaction survey and completes survey to suggest future improvements

* This information required for high grade selections in lieu of a meeting with Center Director for approval.